



City of Fond du Lac  
First on the Lake

**NEW HOME**

Website: [www.fdl.wi.gov](http://www.fdl.wi.gov)

City-County Government Center  
160 S. Macy Street~P.O. Box 150~Fond du Lac, WI 54936-0150

## INFORMATION REQUIRED FOR SUBMITTAL OF RESIDENTIAL BUILDING PERMIT APPLICATIONS (1 & 2 FAMILY DWELLINGS and additions 650 square feet and over)

**3 COPIES OF DRAINAGE PLANS** – see handout

**2 COPIES OF BUILDING PLAN ELEVATIONS (PLANS NO LARGER THAN 11X17, DIGITAL PLANS ARE PREFERRED IN LIEU OF PAPER)-** Email plans to [fdlinspections@fdl.wi.gov](mailto:fdlinspections@fdl.wi.gov)

- **FLOOR PLANS** – should have the following noted on the plan:

ROOM DIMENSIONS  
WINDOW SIZES  
HEADER SIZES AND MATERIALS  
ATTIC ACCESS LOCATIONS  
DOOR SIZES  
HALLWAY DIMENSIONS

APPLIANCE LOCATIONS  
HVAC DUCT LAYOUT  
STAIR LOCATIONS  
DETAILED WALL CROSS SECTION  
PLUMBING FIXTURE LOCATIONS  
WALL BRACING REQUIREMENTS

- **FOUNDATION PLANS**

FOOTING DIMENSIONS  
WALL DIMENSIONS  
COLUMN FOOTINGS & DIMENSIONS

BEAM TYPE & SIZE  
FLOOR JOIST TYPE & SIZE  
SUMP PUMP LOCATION

- **COMPLETED ENERGY CALCULATIONS**
- **EROSION CONTROL PLAN**
- **SITE PLANS SHOWING ALL EASEMENTS, FLOOD PLAINS AND SETBACKS THAT PERTAIN TO THIS LOT**
- **COMPLETED FOND DU LAC BUILDING PERMIT APPLICATION FORM – 1 permit will be issued for entire project**

\*Please allow 7 business days for processing of your permit once all items are submitted\*.

CITY OF FOND DU LAC

RESIDENTIAL DRAINAGE PLAN REQUIREMENTS

A drainage plan shall be required for construction of any building with an area of 650 square feet or greater and for any grading or landscaping that will change the elevations of a lot. The following items make up a checklist of information that will be required to constitute an adequate drainage plan.

- 1) Person or firm that is preparing a residential drainage plan shall affix the certification (stamp) & signature of a registered engineer, land surveyor or architect as described in Chapter A-E of the Wisconsin Administration Code and required by the Department of Safety and Professional Services. Persons other than described above can prepare residential drainage plans submitted by the Builder, provided the plan includes a stamped certification & signature of a licensed professional ensuring existing conditions of the site on the drainage plan at the time of drainage plan submittal.

The elevation certification in either case shall be of the following form:

I hereby certify that the elevations shown on this drawing are a true and correct representation of the existing conditions as obtained by field survey on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name, Registration No.

Existing elevations shall be provided to adequately portray drainage patterns on and adjacent to the parcel for which the drainage plan is submitted. Such existing elevations shall include, at a minimum, existing grades at lot corners, at grade breaks, adjacent top of curbs, ground elevations at on-site and adjacent structure foundations, and elevations at least 25 feet outside the parcel along side and rear lot lines, ditch flow lines and culverts where applicable, and any storm runoff receiving structure within those limits. Proposed grades shall be shown at lot corners, grade breaks, swales, berms and around the foundation of new structures and anywhere around the structure that the grade changes. If you are preparing a drainage plan for a lot in a subdivision that has a master drainage plan then the grades from the master drainage plan shall be used to design your plan. Show interval proposed grades between master grades on lot lines at least every 25 – 30 feet. Deviation from the master plan will require approval from the City of Fond du Lac Engineering Dept., and written approval from the lot owner, and owners of all adjacent lots that are affected by the change.

- 2) Three (3) copies of the drainage plan will be required, each certified, signed and sealed as noted above. Plans shall be submitted to the City of Fond du Lac Inspection Dept., 1<sup>st</sup> floor of the County building located at 160 S. Macy St. Fond du Lac, WI.
- 3) Plans can be hand drawn or computer generated and must be drawn to scale (not less than 1" = 40'), plan sheets shall be no smaller than 8½" x 11". Show the scale on the drawing.

- 4) Property identification includes: Name of plat, lot number, address, or metes and bounds description. Lot line dimensions must be shown. Include area of lot.
- 5) Properly oriented North Arrow.
- 6) Show utility easements, type and dimension. Show utility structures. (boxes)
- 7) Indicate street names adjacent to proposed site with correct right of way width.
- 8) Show any Floodplain, Floodway and or wetland delineation information which may affect the site.
- 9) Provide the location, elevation, and datum of benchmarks to be used on the construction site. Include a minimum of two benchmarks for accurate cross checking. Benchmarks shall match those provided in accordance with the master drainage plan when applicable. If you are working outside an area with a master drainage plan, benchmarks on the NAVD88 datum shall be used. Call City Engineering Dept. for current updated benchmarks at 920-322-3470.
- 10) Show locations of new buildings, existing buildings, driveways, sidewalks, etc. Dimension the closest point of structure from all lot lines. Show the square footage of the footprint of building including home, garage and stoop.
- 11) Include the name & phone number of firm submitting the plans.
- 12) Legends are necessary. Proposed & existing grades shall be shown differently.
- 13) Drainage patterns should flow along lot lines whenever possible. Lot line grades should not be disturbed in an existing neighborhood without the written approval of adjacent lot owners.
- 14) Show proposed grades at home or structure and everywhere they change around the foundation. The finished grade of the soil shall slope away from the dwelling at a rate of at least  $\frac{1}{2}$ " per foot for a minimum of 10 feet, or to the lot line, whichever is less.
- 15) Minimum slopes: on grass areas shall be 1.0% (1" per 100')  
on asphalt areas shall be 0.50% (6" per 100')  
on concrete areas shall be 0.40% (4  $\frac{3}{4}$ " per 100')
- 16) If a culvert is necessary then provide the diameter, length & type. Show proposed flow line grades at both ends. Also show existing & proposed flow lines grades in ditches.
- 17) Roof water shall be deposited no closer than 4 feet from the base of exterior walls and where possible, not closer than 4 feet to any lot line.
- 18) Sump pump water shall discharge not closer than 8 feet to any lot line. A sump pump installed in conjunction with the construction of a residential building shall discharge to the municipal storm sewer via an approved connection. This requirement shall apply where a

storm sewer lateral is available for the construction of new single-family & two-family residences.

- 19) Erosion control measures shall be detailed on the drainage plan. Erosion control shall be maintained through construction until landscaping is completed. Erosion control design and installation standards can found on the Dept. of Natural Resources website at: [http://dnr.wi.gov/topic/stormwater/standards/const\\_standards.html](http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). All erosion control measures shall follow the DNR standards.
- 20) Contractors, excavators & landscapers shall ALWAYS work with a City of Fond du Lac stamped approved drainage plan. A copy of the approved drainage plan shall be on site whenever grading work is being performed.

If you have any questions pertaining to the above requirements please call the City of Fond du Lac Engineering Dept. at 920-322-3470 or 920-322-3478.

Revised: 1/22/15 S.E.